

(ATTACHMENT 1) REPORT WITH POSSIBLE ACTION REGARDING THE SUBSTITUTE
TEACHER COMMITTEE



**MILWAUKEE
PUBLIC SCHOOLS**

**Office of Human Resources
Talent Management**

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I. Background

This is an update to the report which was provided on November 30, 2017, at the Special Board Meeting. Per Board action, Milwaukee Public Schools' administration, the Milwaukee Teachers Education Association, and members of the Milwaukee Board of School Directors have been meeting since October 2017. Items for discussion included recommendations concerning substitute teacher eligibility for benefits, professional development and other support for the substitute teachers in the classroom. The following is a summary of the Committee's findings and recommendations.

II. Problem of Practice: The number of vacancies exceeds the number of filled positions.

Fiscal Year	Absences	Need Subs	Filled	Unfilled	Sub Not Needed	% Filled	% Unfilled
2015-2016	70,496	69,447	58,232	11,215	1,499	83.85	16.15
2016-2017	76,743	75,426	62,584	12,842	1,317	82.97	17.03

III. Current number of substitute teachers:

- Currently, we have 696 substitute-teachers
- Total payroll
 - 2015-2016: \$7,054,034
 - 2016-2017: \$9,288,934

IV. Compensation:

Current pay rates

- \$160.56 per day (\$20.07/hr)
- \$182.93 per day (22.87/hr) for substitutes in the same assignment for more than 20 days
- \$203.34 per day (\$25.42/hr) for special assignments, designated by the district in hard-to-fill areas

V. Collective recommendations of the team are to:

- Create a classroom Instructional workforce pool
- Fill teacher absences on hard to fill positions
- Create a teacher pipeline from the members of the workforce

Model I:

1. Create a pool of 50 employees.
2. This workforce will be centrally assigned and placed in a position on a daily basis by the regional superintendents.
3. They are required to work at any school as identified by the regional superintendents.
4. They must work at any assigned location for the 180 student contact days.
5. Must enroll in teacher pipeline program.
6. Will be eligible for benefits outlined in Section VI below.

Model II:

1. All substitute teachers who work at least 32 hours per week shall receive benefits (outlined in Section VI below) that are substantially similar to the plan that teachers and educational assistants receive.
2. Full-time substitutes could be assigned specific days or required to work a certain number of Fridays or Mondays in each semester.

VI. Benefits:

1. Health
2. Dental
3. Vision
4. WRS
5. 403B/457 plan participation
6. Four days miscellaneous leave

Based on FY2016-17, there were approximately 200 substitute teachers who worked on an average more than 30 hours per week. Estimated cost benefits for Health, Dental, & Vision for 200 employees is **\$3.0 million** (not including WRS employer contributions (estimated \$400,000) and MPS staff administration cost).

VII. The Substitute Hiring Process:

1. Positions are posted similar to all other positions within MPS as vacancies occur.
2. Candidate packets are submitted.
3. Candidates who meet basic criteria are selected for interviews.
4. Candidates who are selected after the interview process are processed for employment, which consist of criminal background checks and drug screening.
5. Candidates who pass this phase are offered a position and hired.
6. Candidates who accept the position have their information entered into PeopleSoft. Talent Management staff then contacts the individual via letter to provide new hires their AESOP ID and pin number.

VIII. Additional Committee Recommendations:

1. Provide professional development opportunities for substitute teachers on an ongoing basis.
2. All employees working under Model I or Model II, shall be entitled to 8 hours of professional development per semester.